

WASHINGTON COUNTY HEALTH DEPARTMENT
177 South Washington Street
Nashville, IL 62263
Phone: (618) 327-3644
Fax: (618) 327-4299

**PROCEDURES FOR OBTAINING A PERMIT
FOR A PRIVATE SEWAGE DISPOSAL SYSTEM**

It shall be unlawful for any person to construct, alter, or extend a private sewage disposal system within Washington County unless authorized to do so by the Washington County Health Department.

1. Either the homeowner or an Illinois Registered Private Installation Contractor may request an application form and apply for a permit to construct, alter, or extend a private sewage disposal system.
2. The homeowner or contractor is requested to call the Health Department to establish a time and a date for an office conference with the inspection sanitarian to discuss the application form, the various types of systems, and make an appointment for a site visit to the home or location of the proposed system if applicable.
3. Before a decision is made, it may be necessary that a soils investigation be performed to evaluate the absorption capacity of the soil in the area where the proposed system is to be located. This may be done only by Certified Soil Classifier or an Illinois licensed professional engineer. Soil investigations are required for all septic tank- subsurface seepage field disposal systems.
4. The type of system to be constructed shall be authorized by the inspecting sanitarian or other authorized representative of the Health Department.
5. The homeowner's signature and/or the contractor's signature is required on the application form. In all cases, without exception, the name of the person (i.e. homeowner or contractor) primarily responsible for the actual construction, alteration, or extension of the system is mandatory.
6. After the completed application form and \$75.00 permit fee are submitted, and a site visit has been made, the inspecting sanitarian shall fill out a permit and construction approval and give it to either the homeowner and /or the contractor.



7. After the permit has been issued, the homeowner or contractor shall give two days notice prior to the day the actual construction or work on the system is scheduled to begin.
8. While construction is in progress, the inspecting sanitarian shall make as many periodic visits to the site as time permits to assure that the approved plan of construction is being followed.
9. When construction is completed, a final inspection shall be made by the sanitarian who shall record and sketch any variance allowed during the course of construction. If a variance was made without the consent or written approval of the Department, final approval on the operating aspect of the altered portion of the system may not be necessarily approved by the sanitarian at the time of final inspection.

